



New Jersey Department of Children and Families Policy Manual

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Volume:	X	Forms	
Chapter:	A	Forms	9-17-2007
Subchapter:	1	Forms	
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Click here to view or print the [Request for Travel Authorization](#).

WHEN TO USE IT

This form is used when seeking authorization for travel reimbursement. See procedures outlined in [CP&P-IX-F-1-700](#), Travel Regulations.

HOW TO USE IT

- Submit the form to the DCF, Office of Accounting 30 working days prior to the date of travel.
- The employee completes the form with all necessary justifications, verifications, and backup materials. This form must be typed.
- All travel requests are subject to review and approval by the Department of Children and Families (DCF).
- The Department of Treasury's approval is required when the total cost exceeds \$5,000 and/or more than five staff are scheduled for the same event.

TIPS FOR COMPLETING THE FORM

- General Information: Give specific details regarding the reason for travel or nature of Official Reception in the large box provided. Attach additional information if needed.
- Part B, Travel Arrangements: When filling in the blanks next to the "Daily Max \$ Allow", please refer to the Federal Per Diem Rates found in the Federal Internet Website, <http://www.gsa.gov/portal/content/104877>. Next to each meal, indicate the number of days traveling.

- The original should have all the necessary documentation and, if required, other forms attached such as [Form RT.2](#), Request for Travel Exception, Request for Approval for Attendance at Event.

DISTRIBUTION

Original	- DCF, Office of Accounting
Copy	- Employee